

# Event Space Reservation Confirmation

Dear [Client's Name],

Thank you for choosing [Venue Name] for your upcoming event. We are pleased to confirm your reservation as follows:

## Reservation Details:

- **Event Date:** [Event Date]
- **Event Time:** [Start Time] to [End Time]
- **Number of Guests:** [Number of Guests]
- **Room/Space Reserved:** [Room/Space Name]
- **Special Requirements:** [Any Special Requests]

Please review the details above and confirm that everything is accurate. If you have any changes or additional questions, feel free to reach out to us at [Contact Information].

We look forward to hosting your event!

Sincerely,

[Your Name]

[Your Position]

[Venue Name]

[Contact Information]